



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND
501ST MILITARY INTELLIGENCE BRIGADE
UNIT 15282
APO AP 96205-5282

SEP 01 2012

IADK-Z

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Commander's Policy #2a – Equal Opportunity Complaint Procedures

1. Reference. AR 600-20, Army Command Policy, dtd 18 Mar 08 (incorporating Rapid Action Revision, dtd 20 September 2012)
2. Purpose. To establish policy consistent with requirements defined within the references.
3. Summary. There are two types of EO complaints: informal and formal. An informal complaint is any complaint not filed in writing. These complaints should be resolved at the lowest possible level by the individual, another unit member or a person in the chain of command.
4. Specifics. Informal complaints are not subject to timeliness and are not reportable. The informal complaint is highly encouraged, as most issues can be resolved at the lowest level and with greater efficiency. A formal complaint is any complaint filed by submitting a sworn statement on DA Form 7279-R, EO Complaint Form. Although the processing of equal opportunity complaints through the chain of command is strongly encouraged, it is not the only channel available to Soldiers and Family members. There are alternate agencies to file a complaint, which include higher echelons in the chain of command, EO Advisors, the Inspector General, Chaplains, the Provost Marshal, Criminal Investigation Division, the Staff Judge Advocate and the Housing Referral Office.
5. Complaint procedures are clearly outlined in the above references. Commanders, leaders and supervisors will support the complaint procedure policy and post complaint procedures in their company areas. Commanders are prohibited from taking any action that would discourage a Soldier or Family member from seeking assistance to resolve an issue or from filing an EO complaint. It is the chain of command's responsibility to ensure the complaint and subject(s) are protected from reprisal and retaliation for filing an EO complaint. Soldiers who submit a false EO complaint are subject to punishment under the Uniform Code of Military Justice.
6. Point of contact for this policy is the Brigade Equal Opportunity Advisor at DSN 723-3065.

JASON A. CHUNG
COL, MI
Commanding

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